



grant application guidelines

We encourage grant seekers to introduce themselves to our ROOF committee by completing the attached grant application. The ROOF committee will read all applications carefully. Successful applicants will be notified in writing of their grant no later than December 31st. Recipients will be invited to attend a local reception in January to accept their grant check along with other ROOF recipients.

ABOUT ROOF GRANTS:

- ROOF funds are distributed to local organizations in the following categories: housing, education, and a third category is flexible – left to the discretion of the committee.
- Last year ROOF awarded grants to 22 organizations. The amounts awarded ranged from \$1,000 to \$5,000. Most of the grants awarded were in the \$1,500-\$2,500 range. It is our intention to award grants to organizations whose budgets are small enough that a grant from ROOF would make a substantial difference or to a specific program within a larger organization.

ELIGIBILITY GUIDELINES:

- Your organization must be classified as a public charity and be tax exempt under sec. 501(c) 3 of the Internal Revenue Code.
- Your organization must be headquartered in Alameda or Contra Costa County and provide services primarily in these counties.

GRANT GUIDELINES:

- ROOF is seeking grass roots organizations that spend the majority of their revenue on program services and have minimal administrative expenses. We want grants to have the most impact possible on the client populations that are being served.
- Even if your organization has received grants from ROOF in prior years and you are considered one of our core groups, *you must file an application to be considered for a grant this year.*

DEADLINE:

- Grant applications must be postmarked by November 15th.

SUBMISSIONS:

Each application *must* include:

- A copy of your IRS sec. 501(c) 3 status letter.
- A brochure that includes your organization's mission statement.
- A simple, one or two page financial statement.
- Completed two-page Grant Application

Please, no bound materials

Although we are interested in the work your organization does in the community, *please do not send any other materials* as we will not be able to read them and they will not be used to consider your application.

Please mail your completed submission to:

Red Oak Opportunity Foundation
1891 Solano Avenue
Berkeley, CA 94707
attn: Jimmy Reina



grant application

Name of Organization: _____

Address: _____

Contact Person/Title: _____ Phone # _____

How did you hear about ROOF? _____

Grant Request: \$ _____

Type of services your organization provides:

Housing Education Other (please specify) _____

What geographic area of the East Bay community does your organization serve? _____

Please describe your organization's project, type of clients served and how ROOF grant dollars would be spent. You may use the space provided below *or* attach up to one typed page.

FINANCIAL PROFILE OF ORGANIZATION:

Our organization is funded by: (Please check all that apply)

Federal Grants Foundation Grants State Grants Private Donations

Last year's funding was provided by the following:

(The total should include all of your funding for the year. Smaller funding sources may be combined as miscellaneous).

Source of funding	amount or % funded
_____	_____
_____	_____
_____	_____
_____	_____

Total Funding Received \$ _____

Breakdown of your total Annual Operating Budget:

% of total annual operating budget allocated to administration: _____%

% of total annual operating budget allocated to directly serving client population: _____%

Total Annual Operating Budget = 100%